

***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the belief that extraordinary employees have the power to***

***positively transform lives and communities. We value people who are passionate, ethical,***

***and dedicated to empowering those living in poverty to reach economic stability.***

**Lincoln Community Response Central Navigator**

**Key responsibilities include:**

* Monitor and respond to referrals made to the Lincoln Community Response program from community organizations, faith groups, neighbors and individuals making a self- referral. Provide general resource information to callers.
* Administer funds provided for general assistance in accordance with funder’s policies and Community Action’s fiscal policies and procedures.
* Refer families to partner agencies for case management services. Directly provide case management services to approximately 8 families.
* Collect Data and enter into agency database. Coordinate Data collection and sharing per funders requirements.
* Utilize Community Action’s model incorporating motivational interview as the basis for case management and community response principles.
* Provide presentations relating to the work of the Community Response Program; its services and goals. Lead community marketing and outreach efforts.

### Associate Degree in human services or related field and/or equivalent work experience required. Case management experience preferred. Strong verbal and *written* proficiencies of the English language required. Must be sensitive to the experiences, needs, and strengths of low-income and diverse populations.

You will find complete job listing and details at the following websites:

*Indeed.com*

*NeWorks.nebraska.gov*

**For information regarding benefits please contact Human Resources at**

**402-875-9315 or** [**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

**Resumes should be sent to** [**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other status protected by state or federal law.